



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
Tel: 510.464.7700
TDD/TTY: 510.464.7769
Fax: 510.464.7848

Memorandum

TO: Regional Measure 2 Project Sponsors

DATE: December 15, 2004

FR: Melanie Choy and Vince Petrites

RE: Regional Measure 2 Program Updates

Regional Measure 2 Policies and Procedures

On November 17, 2004, MTC approved an amendment to the Regional Measure 2 (RM2) Policies and Procedures. The amendment incorporates performance measures for transit operating assistance as well as minor technical amendments to the Policies and Procedures. The updated policies and procedures can be accessed online at:

http://www.mtc.ca.gov/funding/RM2/policies_procedures.pdf.

Inclusion into the 2005 Transportation Improvement Program

As part of the approval process for the regional long-range plan, Transportation 2030 (T-2030), federal regulations require that the air quality conformity for the Transportation Improvement Program (TIP) be redetermined. This action also provides an opportunity for the region to amend new non-exempt projects, which have recently become fully funded through the passage of several local sales tax measures and Regional Measure 2 (RM2), into the TIP. Consequently, we have used the opportunity to amend the RM2 capital program funds and projects into the TIP. Generally, the RM2 operating program funds do not need to be included into the TIP.

Amendment No. 5 to the 2005 TIP, conforms projects in the 2005 TIP to the new air quality conformity analysis being conducted as part of the T-2030 approval process. To review projects in the amendment, visit: <http://www.mtc.ca.gov/publications/tip/tipind.htm> and select "Proposed TIP Amendments." Any comments or corrections are due to MTC by Monday, January 10, 2005. Amendment 05-05 will be presented to the Commission at its February meeting for approval.

In the future, project sponsors will be responsible for updating their RM2 project listing in the TIP based on approved RM2 allocations. RM2 funds in the TIP have been categorized as local, capital or operating. Only allocated funds are coded with capital or operating in the fund code and represent the approved cash flow plan from the approved MTC allocation resolution. Unallocated RM2 funds are coded with "local" to indicate a commitment of RM2 funding to the project in the TIP.

Website Updates

MTC's website page for the RM2 program has been updated. You will find general information regarding the RM2 program and information for RM2 project sponsors and implementing agencies. The allocation process and various document formats are posted online for project

sponsors or implementing agencies that are requesting RM2 funding through both the capital and operating program. Please refer to <http://www.mtc.ca.gov/funding/rm2.htm> for more information.

Capital Program Allocation Requests

MTC is currently processing the January allocation approval requests. Beginning with February allocation approval requests, the 60-day and 30-day deadlines for MTC staff receipt of the allocation request materials will be adhered to. If you intend to request a February allocation approval, please submit your allocation request by Wednesday, December 22, 2004. A calendar has been posted on the website outlining the specific dates for receipt of various documents (see <http://www.mtc.ca.gov/funding/rm2capital.htm>).

To initiate an allocation, you may submit your allocation request (allocation request form and draft Initial Project Report) via e-mail to Melanie Choy at mchoy@mtc.ca.gov. Thereafter, MTC Staff will confirm receipt of your request and contact you to proceed with your allocation request.

Operating Program Allocation Requests

The Program for operating support of Regional Express Bus services (North and South) and Owl Service will be reviewed by the Commission in January. It is anticipated that operating allocations consistent with these programs will commence in February.

Quarterly Progress Reports and Invoicing

As a reminder, the first quarterly progress report for RM2 capital program allocations will be due on April 30, 2005 covering the period from the date of allocation to March 31, 2005. A format for the quarterly progress reports is forthcoming. Project sponsors should submit any quarterly invoices along with the quarterly progress report. A format for the invoices are available online and supporting documentation must accompany the invoices, including documentation of the derivation of your mark-up rate for direct staffing costs.

For More Information

If you have any questions or comments regarding the administration of the RM2 Program, please contact:

Capital Program

Melanie Choy at (510) 464-7865 or mchoy@mtc.ca.gov

Operating Program

Vince Petrites at (510) 464-7742 or vpetrites@mtc.ca.gov